

## State of Nevada - Department Of Personnel

## **CLASS SPECIFICATION**

TITLE GRADE EEO-4 CODE

BUDGET TECHNICIAN 31 E 7.631

## **DEFINITION OF CLASS:**

Under immediate supervision, Budget Technicians review accounting documents and compare them to selected budget accounts to determine if they are in compliance with authorized budget and to verify their accuracy. Incumbents review contract documents for compliance with the State Administrative Manual; assist agencies in filling out documents; maintain and establish files; and assist Budget Analysts in collecting information and data to project revenue and expenditure.

EXAMPLES OF WORK: (The following is used as a partial description

and is not restrictive as to duties required.)

Reviews accounting documents to ensure that they are filled in correctly, that calculations are accurate, that expenditures or revenue are charged to the correct account and general ledger number, and that supporting documentation is complete.

Reviews specific accounts in specified budgets for compliance with internal control procedures to ensure that budget is not over-expended.

Approves budget documents (journal vouchers, purchase requisitions, travel claims) after review.

Collects information and data in order to assist Budget Analyst in trend analysis.

Develops budget account projections based on historical data.

Reviews contract documents for compliance with State Administrative Manual.

Assists agencies/divisions in completing budget or accounting forms; answers procedural questions.

Establishes and maintains files.

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<u>FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED</u>: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of computer spreadsheet programs to allow revisions to programs such as moving columns, changing numbers, basic commands. Knowledge of word processing computer program to allow letter and report composition.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge to establish filing system and maintain it. Knowledge to balance revenue and expenditures.

Skill in written English to compose routine business correspondence and reports. Skill in mathematical application, including the functions of addition, subtraction, division, multiplication, percentages.

## **EDUCATION AND/OR WORK EXPERIENCE:**

Ι

Graduation from an accredited four year college or university in Accounting, Business Finance or closely related field; OR

П

Graduation from an accredited two year community college in Business or Accounting and two years of responsible bookkeeping or related experience; OR

Ш

Three years experience as an Accounting Specialist in Nevada State service; OR

IV

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 7.631 07/01/93P 09/24/92PC